



Release Notes

Federal Acquisition Service (FAS)

Regional Business Application (RBA)

Software Version 10.6.0

Prepared for GSA Users by TechFlow, Inc.

Version 1.0

October 14, 2010

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TASK TITLE: General Services Administration (GSA) Regional Business Application (RBA) Project
DOCUMENT TITLE: Regional Business Application V10.6.0 Release Notes
VERSION NO: 10.6.0
DATE: October 14, 2010

1 TASK REQUIREMENTS

Task Client

General Services Administration (GSA)
Federal Acquisition Service (FAS)
Office of the Chief Information Officer
2100 Crystal Drive, Room 11052
Arlington, VA 22202

Introduction

The following Release Notes describe content to be delivered through enhancements to the Regional Business Application (RBA) software.

Purpose

The main purpose for this release is to update functionality in the RBA to implement enhanced functionality for the Integrated Workplace Acquisition Center (IWAC) region which will be accomplished through the following Change Requests:

ITSS:

- CHG63544: Registration Changes
- CHG63545: Expand Order ID length
- CHG63548: Workflow Changes
- CHG63546: Existing ITSS Document Changes
- CHG63547: Notice of Award

ITOMS:

N/A: There are no changes to ITOMS

CODB:

- CHG63543: CODB Changes

2 UPDATES INCLUDED IN ITSS

This section provides details on updates implemented in IT Solutions Shop (ITSS).

2.1 CHG63544 - Registration Changes

This change provides the RBA Registration Desk analysts with the ability to register new and existing GSA users under a new region “30. IWAC Region” which corresponds to the Integrated Workplace Acquisition Center under the Office of General Supplies and Services. Previously, GSA users could only be registered under regions 1 – 13 which correspond to the regions under the Office of Assisted Acquisition Services.

GSA users registered under the region “30. IWAC Region” will be assigned the new program type “Furniture”.

GSA users whose primary region is “30. IWAC Region” can specify one of the following territories as their default territory:

- Arlington, VA
- Philadelphia, PA

The above described changes are visible to the RBA Registration Desk only and are not visible to GSA users within the RBA Registration profile.

2.2 CHG63545 - Expand Order ID length

This change increases the maximum length of both the Order ID field and Originating Order ID field, located on the COI, from 12 characters to 15 characters. The 15 length Order ID fields will allow users creating IWAC orders to enter their Requisition Number from FSS-Online as the Order ID in ITSS.

▼ GSA Order Specifics

All Fields marked with should be filled in by a GSA Representative.

Region: 07. Greater Southwest Region

Program: ☐ FISSP ☐ FAST ☐ Expanded Services

Territory: San Antonio-TX

Order ID: ORDERIDLENGTH15

Originating Order ID:

Originating ACT Number:

Figure 1: Order ID fields on COI

Additionally, the validation on the Citation document Order ID List has been updated to validate that Order IDs entered by the user are not longer than 15 characters in length.



Figure 2: Order ID Length Validation on Citation

2.3 CHG63548 - Workflow Changes

Several changes have been made to the workflow to allow applicable workflow functionality to occur for IWAC orders. The IWAC region will be utilizing ITSS for pre-award activities, mainly solicitation and evaluation. Once the evaluation process is completed, the IWAC GSA user will issue a Notice of Award. Notice of Award documents can be signed or rejected by IWAC Contracting Officers. Once the IWAC Notice of Award document is signed by the Contracting Officer ITSS will dispatch the appropriate email notifications to the winning contractor and subsequent award activities will be performed outside of ITSS.

- IWAC purchase orders and modifications will continue to be made in FSS-Online.
- Client order funding will continue to be performed in FSS-Online Project Master.

- Create an Action Memo
 - Create a Technical Report
 - Create a Resume Acceptance
 - Create Staffing Notices
 - Initiate a Customer Survey
 - Change Peers
 - Change Alternates
- Mark the order Complete on the COI
- Find the order via the Orders view “By Contract Number”
- Find the order (if is marked complete) via the Orders view “Completed - By Contract Number”

On an IWAC order with a Signed Notice of Award, **GSA users** will **not** have the ability to:

- Edit the BOMSOW, Market Analysis, or Directed Buy documents
- Create Acceptance Information Documents

On an IWAC order with a Signed Notice of Award, the **Client** will have the ability to:

- Create an Action Memo
- Change Peers

On an IWAC order with a Signed Notice of Award, the **winning Contractor** will have the ability to:

- Create an Action Memo
- Create a Technical Report
- Create a Resume Acceptance
- Create Staffing Notices
- Change Alternates

2.4 CHG63546 – Existing ITSS Document Changes

Several changes have been made to workflow documents to support IWAC orders. The following sections describe these changes on a per-document basis.

2.4.1 COI Changes

Several changes have been made to the COI to accommodate the addition of a new IWAC Region. The new region “30. IWAC Region” has been added to the Region drop-down list (as shown in **Figure 4, A**).

A new program titled “Furniture” has been added to the Program field (as shown in **Figure 4, B**). If the order’s region is “30. IWAC Region”, then the system will automatically pre-populate the Program field with the value “Furniture”. Since Furniture is the only program applicable to the IWAC region, users will not have the ability to change the program type on IWAC orders.

The following new IWAC region territories have been added to the Territory drop-down list (as shown in **Figure 4, C**):

- Arlington, VA
- Philadelphia, PA

GSA users whose primary region is “30. IWAC Region” on their GSA registration profile can have the registration desk set their default territory to one of the IWAC territories. When an IWAC GSA user creates a new order, the territory value will default to the value set on their GSA registration profile.

The territory values are independent of the selected Region. That is, if the user changes the Region then the territory is not automatically updated. If a GSA user works within multiple regions and they create an order for a regional territory other than their primary territory, then the user will have to be cognizant and manually change the territory value to the appropriate territory.

GSA Order Specifics

All Fields marked with should be filled in by **A** GSA Representative.

Region: 30. IWAC Region **A**

B **Program:** Furniture

Territory: Arlington-VA **C**

Order ID:

Originating Order ID:

Originating ACT Number:

IA Number(s):

IA Attachment(s): **File Attachments:**

Figure 4: COI GSA Order Specifics Section

IWAC orders will not utilize the funding and purchase order features of the RBA. Instead, after completion of the solicitation evaluation (either Directed Buy or Market Analysis) then the GSA user will have the ability to issue a Notice of Award document. Since IWAC orders do not require funding in the RBA, there is no need to require the assignment of a Fund Manager on the COI for IWAC orders. If the order's region is "30. IWAC Region" then the system will hide the "Fund Manager" field on the COI, as shown in **Figure 5**.

GSA Order Support

All Fields marked with should be filled in by a GSA Representative.

1. Cust Svc Rep: CSR1 IWAC

2. Cust Svc Rep: << Select Customer Service Rep >>

3. Cust Svc Rep: << Select Customer Service Rep >>

Contracting Officer: << Select Contracting Officer >>

Alt Contract Officer: << Select Contracting Officer >>

Figure 5: COI GSA Order Support Section

2.4.2 BOMSOW Changes

BOMSOW documents belonging to AAS regions (regions 1-13) are not affected by the changes described below and users will experience no impact to the document. BOMSOW documents belonging to IWAC orders differ slightly from BOMSOWs belonging to AAS orders.

The following changes are specific to BOMSOWs that belong to orders where the order's region is "30. IWAC Region":

2.4.2.1 Lock-down Active Column

This change locks down the Active column from being editable on the BOMSOW Task Item table. Since the workflow for IWAC orders does not include the award of Purchase Orders and Modifications in ITSS and there is no way for users to subsequently activate an inactive task item, all task items for IWAC orders are marked active. Users will not have the ability to mark an IWAC task item 'inactive' in ITSS. Since all IWAC task items are active, all task item values are included in the total order values calculated on the Market Analysis and Directed Buy documents. **Figure 6** displays the BOMSOW task item table, specifically the non-editable Active column.

Task Items: Active task items are required to be funded. Inactive task items may be marked active during order modification. Orders must have at least one active task item.

Active	Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstations	n/a	n/a	12/01/2010	
<input checked="" type="checkbox"/>	COM	0002	Desks	n/a	n/a	12/01/2010	
<input checked="" type="checkbox"/>	COM	0003	Chairs	n/a	n/a	12/01/2010	
<input checked="" type="checkbox"/>	COM	0004	Demountable Walls	n/a	n/a	12/01/2010	
<input checked="" type="checkbox"/>	LAB	0005	Installation	12/01/2010	12/23/2010	n/a	

Order Summary: Order Summary

AND/OR - To complete the BOMSOW, you must enter in either an Order Summary (above) or attach one or more requirements document(s) (below). You may use both - one is required.

Requirements: **File Attachments:**

Figure 6: BOMSOW Task Item Active Field

2.4.2.2 Bypass COM-only Soft Validation

AAS orders (regions 1-13) are validated upon submission of the BOMSOW to warn the user in the event that their order only contains COM task items. This warning is in place to remind users that when the basic order is awarded with only COM task items they will only have the ability to add COM task items on the Order Mod.

Since IWAC orders will not have Purchase Orders and Modifications awarded in ITSS, there is no need for the system to provide the soft validation warning. Therefore, the following validation is bypassed on all IWAC orders upon submission of the BOMSOW.

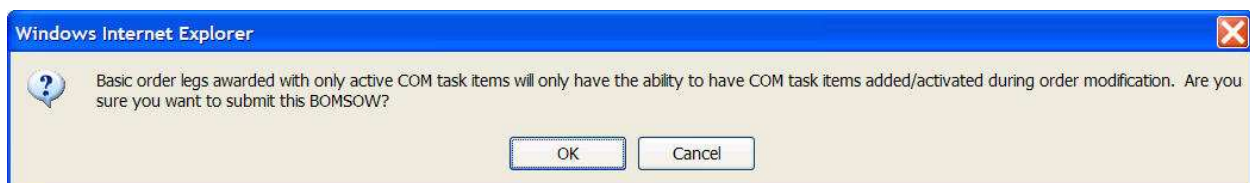


Figure 7: COM-only Soft Validation Bypassed on IWAC Orders

2.4.3 Market Analysis Changes

Market Analyses belonging to AAS orders (regions 1-13) are not affected by the changes described below and users will experience no impact to the document. Market Analysis documents belonging to IWAC orders will allow users to create the new Notice of Award document upon completion of the Market Analysis, thereby routing the user to the new IWAC-specific workflow.

If the order's Region is "IWAC" and a non-draft Market Analysis is submitted, then the system will display an "Issue Notice of Award" button in lieu of the "Certify Funds" button, as shown in **Figure 8**.



Figure 8: Issue Notice of Award button on Market Analysis

Additionally, the Active flag will not be editable on the Market Analysis Dollars Subform (see **Figure 9**), nor on the Add/Edit Task Items page (see **Figure 10**.)

Current Project Value: \$894,500.00 (POP From Date 12/01/2010 To 12/23/2010, Delivery Date 12/01/2010)

Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$894,500.00

Total Contractor Proposed Amount: \$894,500.00

Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No 5% Apply

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstations	\$500,000.00	\$0.00 \$500,000.00	\$500,000.00	Surcharge	5% \$25,000.00	\$500,000.00	\$525,000.00	
<input checked="" type="checkbox"/>	COM	0002	Desks	\$75,000.00	\$0.00 \$75,000.00	\$75,000.00	Surcharge	5% \$3,750.00	\$75,000.00	\$78,750.00	
<input checked="" type="checkbox"/>	COM	0003	Chairs	\$35,500.00	\$0.00 \$35,500.00	\$35,500.00	Surcharge	5% \$1,775.00	\$35,500.00	\$37,275.00	
<input checked="" type="checkbox"/>	COM	0004	Demountable Walls	\$234,000.00	\$0.00 \$234,000.00	\$234,000.00	Surcharge	5% \$11,700.00	\$234,000.00	\$245,700.00	
<input checked="" type="checkbox"/>	LAB	0005	Installation	\$50,000.00	\$0.00 \$50,000.00	\$50,000.00	Surcharge	5% \$2,500.00	\$50,000.00	\$52,500.00	


Click the button to calculate the total amounts

Calculate

ORDER TOTALS

Prior Order Cost to GSA:	\$0.00	Prior Order Cost to Client:	\$0.00
Increase/Decrease Order Cost to GSA:	\$894,500.00	Increase/Decrease Order Cost to Client:	\$939,225.00
Total Order Cost to GSA:	\$894,500.00	Total Order Cost to Client:	\$939,225.00

Figure 9: Dollars Subform on Market Analysis & Directed Buy


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Add / Edit Task Items

Close Without Saving

Task items may be specified as "Fee-only". Fee-only task items may be used to bill the client a fee that is not directly linked to a specific task item.

- "Fee-only" task items can only be added to the order on the Market Analysis, Directed Buy, or Order Modification.
- Task items that are not "Fee-only" can only be added to the order on the BOMSOW or Order Modification.

Add a FEE-Only Task Item

Task Items:

Active ⁺	Type ⁺	Item No. ⁺	Description ⁺	POP From Date ⁺	POP To Date ⁺	Delivery Date ⁺	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	n/a	n/a	11/01/2010	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	n/a	n/a	11/01/2010	

Fee-Only Task Items:

Active ⁺	Type	Item No. ⁺	Description ⁺	Billing Preference ⁺	Comments ⁺	Remove
<input checked="" type="checkbox"/>	FEE	0005	Initial Award Fee ⁺	<input checked="" type="radio"/> Bill entire amount <input type="radio"/> Use distribution schedule		

Submit

Close Without Saving

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Figure 10: Add/Edit Task Items

2.4.4 Directed Buy Changes

Directed Buys belonging to AAS orders (regions 1-13) are not affected by the changes described below and users will experience no impact to the document. Directed Buy documents belonging to IWAC orders will allow users to create the new Notice of Award document upon completion of the Directed Buy, thereby routing the user to the new IWAC-specific workflow.

If the order's Region is "IWAC" and a Directed Buy is submitted, then the system will display an "Issue Notice of Award" button in lieu of the "Certify Funds" button, as shown in **Figure 11**.



Figure 11: Issue Notice of Award button on Directed Buy

Additionally, the Active flag will not be editable on the Directed Buy Dollars Subform (see **Figure 9**), nor on the Add/Edit Task Items page (see **Figure 10**.)

2.5 CHG63547 - Notice of Award

A new document titled “Notice of Award” has been added to ITSS and is only available to orders created for the “30. IWAC Region”. The access privileges for the Notice of Award document are as follows:

User	Create	Sign	Reject	Read
IWAC CSR	Allowed	Prohibited	Prohibited	Allowed
IWAC CO	Allowed	Allowed	Allowed	Allowed
Client	Prohibited	Prohibited	Prohibited	Allowed
Winning Contractor	Prohibited	Prohibited	Prohibited	If Notice of Award Status is Signed then Allowed Else Prohibited
Losing Contractors	Prohibited	Prohibited	Prohibited	Prohibited

GSA users have the ability to create a Notice of Award for IWAC orders from the Market Analysis or Directed Buy. When the GSA user clicks the “Issue Notice of Award button” the system will verify that a Contracting Officer has been assigned on the COI.

If a Contracting Officer has been assigned to the order then the system will prompt the user for confirmation on creating a Notice of Award document. If the user confirms that they want to create the Notice of Award then the system will:

- Create a new Notice of Award document with the status Submitted
- Assign the Contracting Officer on the COI a “Notice of Award - Pending Signature” action item
- Send an email notification to the Contracting Officer regarding the action item

The Notice of Award document is shown in Figure 12.

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You are signed in as CO IWAC

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WELCOME **ORDERS** **FUNDING** **REGISTRATION** **CONTRACTS**

Notice of Award

[Sign](#) [Reject](#) [Go To Order Package](#)

Submitted By: CSR1 IWAC on 10/12/2010
Order ID: REQUISITION003
Project Descriptor: ROB
Status: Submitted
Client Rep: Jamie Client (Test Organization)
Contractor: Jim Contractor (TEST COMPANY CORP INC) under 263-97-D-0313

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Figure 12: Notice of Award

The Notice of Award document contains the following fields:

- **Submitted By** – Displays the user who created the Notice of Award and the date it was created
- **Order ID** – The order ID of the IWAC order
- **Project Descriptor** – The description of the order as entered on the BOMSOW
- **Status** – The status of the Notice of Award.
 The Notice of Award has three possible statuses:
 1. Submitted – Indicates that the Notice of Award has been created but not yet signed nor rejected
 2. Signed – Indicates that the Notice of Award has been signed by an IWAC Contracting Officer
 3. Rejected – Indicates that the Notice of Award has been rejected by an IWAC Contracting Officer
- **Client Rep** – Displays the order's client representative followed by their client organization
- **Contractor** – Displays the winning contractor's name followed by their contractor company name and the selected contract number
- **Signed By / Rejected By** – If the Notice of Award has been signed then a Signed By field will display the Contracting Officer that signed the Notice of Award. If the Notice of Award has been rejected then a Rejected By field will display the Contracting Officer that rejected the Notice of Award.

Since the above fields are non-editable, the Notice of Award document will not have an edit mode. Any changes required to correct data displayed in the Notice of Award must be made by rejecting the Notice of Award and backing-up the workflow to the appropriate point where the incorrect values can be edited.

GSA users within the IWAC region with the Contracting Officer role have the ability to Sign or Reject a Notice of Award. IWAC Contracting Officers have the ability to sign a submitted Notice of Award by clicking the **Sign** button. Only a single signed Notice of Award can exist per order. If a Notice of Award is Signed then the system will:

- Update the Notice of Award Status to “Signed”
- Update the order status to “Award Notice Issued”
- Remove the Contracting Officer “Notice of Award - Pending Signature” action item
- Send the Client an ITSS “Basic Order Awarded - Client Notification” email notice
- Send the Losing Contractors an ITSS “Basic Order Awarded – Other Contractor Notification” email notice
- Send the Winning Contractor an “IWAC Notice of Award Issued” email notice

IWAC Contracting Officers also have the ability to reject a submitted or signed Notice of Award by clicking the **Reject** button. An order can have multiple rejected Notice of Award documents however, rejected Notice of Award documents cannot be edited nor acted upon. If a Notice of Award is Rejected then the system will:

- Update the Notice of Award status to “Rejected”
- Remove the Contracting Officer “Notice of Award - Pending Signature” action item (if applicable)

If the Contracting Officer rejects a *signed* Notice of Award then the system will also:

- Revert the order’s workflow back to the step prior to the creation of the Notice of Award
- Revert the order’s status from “Award Notice Issued” back to its previous status

Once an IWAC order has a signed Notice of Award document then the IWAC GSA users will continue the purchase order award process outside of the RBA, utilizing FSS-Online.

3 UPDATES INCLUDED IN CODB

This section provides details on updates implemented in the Common Oracle Database (CODB).

3.1 CHG63543 - CODB Changes

The CODB has been updated to accommodate the different changes necessary to add the IWAC region to the RBA. The changes to the CODB are as follows:

3.1.1 Expand length of FRONT_END_ORDER_ID field

The following tables have been modified to increase the length of the FRONT_END_ORDER_ID field from 12 to 15 characters:

- AUDIT_FUND_CITE_ORDER_REF
- AUDIT_NEAR_ACORNS
- AUDIT_ORDER_FUND_TRANS
- AUDIT_ORDER_STATIC_DATA
- FUND_CITE_ORDER_REFERENCE
- MIXED_ORDERS
- NEAR_ACORNS
- ORDER_FUND_TRANSACTIONS
- ORDER_STATIC_DATA
- ORDER_STATIC_DATA_REPORT
- ORDERS_R3_R8
- STAGE_NEAR_ACORNS
- TEMP_ECR_3246
- TEMP_ORD_FUN_XION
- VIEW_CITE_ID_REF_FUNDS
- VIEW_FRONT_END_OBS_BY_CITE
- VIEW_FUND_CITE_DIFF_BA
- VIEW_FUND_CITE_MULTI_BA
- VIEW_FUND_CITE_ORDER_REF
- VIEW_FUNDINGS_ORDER_REF
- VIEW_INVOICE_AGING
- VIEW_INVOICE_DUPE_NOT_END
- VIEW_INVOICE_DUPES
- VIEW_INVOICE_FUNC_DUPES
- VIEW_ITSS_CERT
- VIEW_ORDER_FUND_TRANS_W_STATUS

3.1.2 Expand length of ORIGINAL_FRONT_END_ORDER_ID field

The following tables have been modified to increase the length of the ORIGINAL_FRONT_END_ORDER_ID field from 12 to 15 characters:

- ORDER_STATIC_DATA
- ORDER_STATIC_DATA_REPORT

3.1.3 Add IWAC Region to GSA_ORGANIZATIONS table

A new record has been added to the GSA_ORGANIZATIONS table for the IWAC Region. The record attributes are as follows:

ORGANIZATION_ID	DESCRIPTION	ORG_TYPE
30	30. IWAC Region	R

3.1.4 Add Furniture program to LU_PROGRAMS table

A new record has been added to the LU_PROGRAMS table for the IWAC Region's Furniture program. The record attributes are as follows:

PROGRAM	DESCRIPTION
FURNTR	Furniture

3.1.5 Add new NOTICE_OF_AWARD table

A new table titled NOTICE_OF_AWARD has been added to store Notice of Award document data for IWAC orders. The table attributes are as follows:

COLUMN NAME	DATA TYPE	DATA LENGTH	NULLABLE
NOTICE_OF_AWARD_ID	NUMBER (10,0)	22	N
CREATED_BY	VARCHAR2	30	N
CREATION_DATE	DATE	7	N
LAST_UPDATED_BY	VARCHAR2	30	N
LAST_UPDATE_DATE	DATE	7	N
ORDER_MOD_ID	VARCHAR2	16	N
CONTRACTOR_SELECTION_ID	VARCHAR2	16	N
STATUS	VARCHAR2	50	N

COLUMN NAME	DATA TYPE	DATA LENGTH	NULLABLE
SUBMITTED_BY_ID	VARCHAR2	16	N
FINALIZED_BY_ID	VARCHAR2	16	Y
FINALIZED_DATE	DATE	7	Y
IP_POC_ID	VARCHAR2	16	N
IPARTNER_ID	VARCHAR2	16	N
CLIENT_ID	VARCHAR2	16	N
CLIENT_POC_ID	VARCHAR2	16	N
LOOKUP_CONTRACT_NUMBER	VARCHAR2	75	N
CONTRACT_ID	VARCHAR2	16	Y
TOTAL_AWARDED_VALUE	NUMBER(15,2)	22	N

4 FOLLOW-ON SUPPORT

If assistance is needed with the RBA Application, users are encouraged to call 1 (877) 243-2889, option 1.